

LICENSEE FILE CD REQUEST

RE 775 (Rev. 7/02) [Stats updated 7/04]

Please read all instructions on page 3 before completing this form.

SHIPPING INFORMATION			
SHIP TO:		JOB # — FOR OFFICE USE ONLY	
ATTN:		DATE SHIPPED	
1ST LINE OF ADDRESS		SUBSCRIPTION EXPIRATION DATE	
2ND LINE OF ADDRESS, IF ANY			
CITY		STATE	ZIP CODE
CONTACT PERSON		PHONE NUMBER ()	
Requestor Certification <i>I (requestor) hereby certify that I have read and understand the information on page 3 and I understand that the fees are not refundable or transferrable.</i>		SIGNATURE OF REQUESTOR _____ DATE _____ »	
TO PURCHASE FILE BY CREDIT CARD, COMPLETE THE FOLLOWING:			
METHOD OF PAYMENT		AMOUNT AUTHORIZED	
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	ACCOUNT NUMBER	\$	
SIGNATURE OF CARDHOLDER		EXPIRATION DATE OF CARD	
»		DATE	
PRINTED NAME OF CARDHOLDER		APPROVAL # — DRE USE ONLY	
		REFERENCE # — DRE USE ONLY	
		TELEPHONE NUMBER ()	

FILE INFORMATION

Note: None of the licensee list files are in a “label-ready” format. It will be the *purchaser’s responsibility* to import and process the data using a software product of the *purchaser’s choice*. Department of Real Estate staff will not be available to offer assistance in helping the purchaser import or process the files.

SELECT ONE FILE TYPE

- ☐ 1. ALL STATE CD—MAILING LIST FILE ☐ SINGLE MONTH PURCHASE (\$50) OR ☐ 12-MONTH SUBSCRIPTION (\$550)
- ☐ 2. ALL STATE CD—CURRENT LICENSEES FILE ☐ SINGLE MONTH PURCHASE (\$50) OR ☐ 12-MONTH SUBSCRIPTION (\$550)
- ☐ 3. FILE OF SELECTED LICENSEES ON CD (\$25) — COMPLETE 3A, 3B, AND 3C.

3A. LICENSE TYPE (check one or more)

- ☐ SALESPERSON ☐ CORPORATION
☐ BROKER ☐ OFFICER

3B. SIZE LIMITATIONS (check one or more)

- ☐ ALL NAMES
OR
☐ LIMIT TO _____ NAMES
☐ SELECT EVERY _____ NAME (10th, 20th)

3C. INDICATE THE TYPE OF SELECTED LICENSEE LIST BELOW (Only one type of list may be ordered per request form)

- ☐ **NEW LICENSEES ONLY** (Indicate beginning and ending dates.
 Beginning date must be within last four years)

BEGINNING DT. MM/DD/YYYYENDING DATE MM/DD/YYYY**AREA DESIGNATION FOR "NEW" LIST (choose one only)**

- ☐ SPECIFIC ZIP CODES ☐ SPECIFIC COUNTIES
☐ ALL MAILING ADDRESSES
☐ ALL CALIF. MAILING ADDRESSES
☐ ADDRESSES OUTSIDE CALIFORNIA (IN USA)
☐ ADDRESSES OUTSIDE USA

- ☐ **EXISTING LICENSEES** (includes new licensees)

AREA DESIGNATION FOR "EXISTING" LIST (choose one only)

- ☐ SPECIFIC ZIP CODES * — 45 ZIPS OR ZIP RANGES LIMIT
☐ SPECIFIC COUNTIES * — 25 COUNTY LIMIT
☐ ADDRESSES OUTSIDE CALIFORNIA (IN USA)
☐ ADDRESSES OUTSIDE USA

* Enter specific zip codes or specific counties on page 2.

Just A Reminder – Complete either Zip Codes or Counties, but not both.

SPECIFIC COUNTIES

- | | | | | | | | | | |
|-----------------------------|--------------|-----------------------------|-------------|-----------------------------|---------------------|-----------------------------|---------------|-----------------------------|----------|
| <input type="checkbox"/> 01 | Alameda | <input type="checkbox"/> 15 | Kern | <input type="checkbox"/> 29 | Nevada | <input type="checkbox"/> 41 | San Mateo | <input type="checkbox"/> 55 | Tuolumne |
| <input type="checkbox"/> 02 | Alpine | <input type="checkbox"/> 16 | Kings | <input type="checkbox"/> 30 | Orange | <input type="checkbox"/> 42 | Santa Barbara | <input type="checkbox"/> 56 | Ventura |
| <input type="checkbox"/> 03 | Amador | <input type="checkbox"/> 17 | Lake | <input type="checkbox"/> 31 | Placer | <input type="checkbox"/> 43 | Santa Clara | <input type="checkbox"/> 57 | Yolo |
| <input type="checkbox"/> 04 | Butte | <input type="checkbox"/> 18 | Lassen | <input type="checkbox"/> 32 | Plumas | <input type="checkbox"/> 44 | Santa Cruz | <input type="checkbox"/> 58 | Yuba |
| <input type="checkbox"/> 05 | Calaveras | <input type="checkbox"/> 19 | Los Angeles | <input type="checkbox"/> 33 | Riverside | <input type="checkbox"/> 45 | Shasta | | |
| <input type="checkbox"/> 06 | Colusa | <input type="checkbox"/> 20 | Madera | <input type="checkbox"/> 34 | Sacramento | <input type="checkbox"/> 46 | Sierra | | |
| <input type="checkbox"/> 07 | Contra Costa | <input type="checkbox"/> 21 | Marin | <input type="checkbox"/> 35 | San Benito | <input type="checkbox"/> 47 | Siskiyou | | |
| <input type="checkbox"/> 08 | Del Norte | <input type="checkbox"/> 22 | Mariposa | <input type="checkbox"/> 36 | San Bernar-
dino | <input type="checkbox"/> 48 | Solano | | |
| <input type="checkbox"/> 09 | El Dorado | <input type="checkbox"/> 23 | Mendocino | | | <input type="checkbox"/> 49 | Sonoma | | |
| <input type="checkbox"/> 10 | Fresno | <input type="checkbox"/> 24 | Merced | <input type="checkbox"/> 37 | San Diego | <input type="checkbox"/> 50 | Stanislaus | | |
| <input type="checkbox"/> 11 | Glenn | <input type="checkbox"/> 25 | Modoc | <input type="checkbox"/> 38 | San Francisco | <input type="checkbox"/> 51 | Sutter | | |
| <input type="checkbox"/> 12 | Humboldt | <input type="checkbox"/> 26 | Mono | <input type="checkbox"/> 39 | San Joaquin | <input type="checkbox"/> 52 | Tehama | | |
| <input type="checkbox"/> 13 | Imperial | <input type="checkbox"/> 27 | Monterey | <input type="checkbox"/> 40 | San Luis | <input type="checkbox"/> 53 | Trinity | | |
| <input type="checkbox"/> 14 | Inyo | <input type="checkbox"/> 28 | Napa | | Obispo | <input type="checkbox"/> 54 | Tulare | | |

SPECIFIC ZIP CODES OR RANGES OF ZIP CODES

Enter either a range of zip codes in the “from/thru” columns or specific zip codes in the “from” column.

[illegible]

The California Department of Real Estate (DRE) offers non-confidential licensee information on CD-ROM. Each CD-ROM contains a copy of the licensee file in the following four formats which can be imported into most database programs:

- Tab delimited
- Comma delimited
- DBF (can be opened with several commonly used database application software products such as Microsoft FoxPro, Microsoft Access, Borland dBase (version 3 and greater), and Computer Associates Clipper).
- Fixed length (302 characters per record)

Note: None of the licensee list files are in a “label-ready” format. It will be the *purchaser’s responsibility* to import and process the data using a software product of the *purchaser’s choice*. Department of Real Estate staff will not be available to offer assistance in helping the purchaser import or process the files.

Some software applications have limitations as to the number of records that can be loaded. Check with your software manufacturer for any limitations it may have. Refer to the attached *Approximate Number of Licensees*.

Refer to the attached RE 776 for the record layout.

1. All State CD—Mailing List File

This file contains the names, mailing addresses, and other license information of *current* licensees. The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers; and the designated officer’s ID for corporations. The file does not include:

- Licensees who have requested to be excluded from mailing lists, and
- Records with unreliable mailing addresses.

This file may be purchased monthly or as a 12-month subscription.

- The monthly purchase charge is \$50, payable in advance.
- The 12-month subscription is \$550 for a contiguous 12-month period, payable in advance.

2. All State CD—Current Licensees FILE

This file contains the names, mailing addresses, and other license information of *current* licensees. The file *includes* licensees who are known to have unreliable mailing addresses. Also included are the names and license information (but not the addresses) of licensees who have requested to be excluded from lists that are used for mass mailing purposes. An indicator in the record will distinguish if the address is included and if it is unreliable. In addition, there will be multiple records for brokers that hold more than one real estate license (individual broker/corporation officer license). The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers; and the designated officer’s ID for corporations.

The cost for this file is the same as for the “All State CD—Mailing List File” and may be purchased monthly or as a 12-month subscription.

3. File of Selected Licensees

This file is offered with a choice of either *existing licensees* or *new licensees*. Both files include the names, mailing addresses, and other license information of current licensees. The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers, and the designated officer’s ID for corporations. The file does not include:

- Licensees who have requested to be excluded from mailing lists, and
- Records with unreliable mailing addresses.

Existing Licensees – This file contains the above information of current licensees, including new licensees.

New Licensees – This file contains the above information of original licensees issued during a specific period.

Within each file, the choice of licensees may be limited to selected license types and/or either selected counties or selected zip codes. Refer to the attached *Approximate Number of Licensees per County* document to *estimate* the volume of names you are ordering.

The cost for either of these files is \$25, payable in advance.

Sort Order of Files

If specific *zip codes* are requested, the file will be in zip code order (sorted to first five digits only) and then ID# order within zip codes.

If specific *county codes* are requested, the file will be in county code order and then ID# order within county codes.

All other files will be in ID# order.

General Information

- Only one type of file may be ordered per request form. Please use additional forms as necessary.
- Please type or print clearly.
- Fees may be charged (VISA or MasterCard) or paid with a personal check or money order. Make check/money order payable to: Department of Real Estate.
- Please mail the completed form and appropriate fee to:
Department of Real Estate
P.O. Box 187006
Sacramento, CA 95818-7006
- All costs, including mailing charges, are included in the fee.
- **Fees are not refundable or transferrable.** Requests received without the proper fee will be returned to the sender.

Please call (916) 227-0852 with questions.

APPROXIMATE NUMBER OF LICENSEES PER COUNTY [AS OF: 7/21/04]

County	County Code	Salesperson	Brokers	Officers	Corporations	Total
Alameda	01	6,599	2,259	382	392	9,632
Alpine	02	0	1	1	0	2
Amador	03	122	62	7	11	202
Butte	04	574	277	21	24	896
Calaveras	05	256	104	12	10	382
Colusa	06	36	10	1	2	49
Contra Costa	07	5,879	2,073	377	400	8,729
Del Norte	08	30	23	1	1	55
El Dorado	09	878	328	42	38	1,286
Fresno	10	2,041	883	146	166	3,236
Glenn	11	35	26	0	0	61
Humboldt	12	251	146	12	14	423
Imperial	13	156	53	5	11	225
Inyo	14	34	22	1	2	59
Kern	15	1,646	523	82	89	2,340
Kings	16	145	56	13	8	222
Lake	17	255	102	10	9	376
Lassen	18	64	27	2	1	94
Los Angeles	19	43,347	14,764	3,324	3,726	65,161
Madera	20	384	143	21	17	565
Marin	21	1,377	786	127	124	2,414
Mariposa	22	50	27	2	4	83
Mendocino	23	257	141	17	11	426
Merced	24	487	112	19	20	638
Modoc	25	21	12	0	0	33
Mono	26	81	54	5	6	146
Monterey	27	1,198	549	79	89	1,815
Napa	28	470	201	22	36	729
Nevada	29	625	254	43	45	967
Orange	30	19,626	7,359	1,680	1,930	30,595
Placer	31	2,524	844	129	139	3,636
Plumas	32	101	48	8	7	164
Riverside	33	9,254	2,712	473	511	12,950
Sacramento	34	6,623	2,006	370	386	9,385
San Benito	35	241	52	15	13	321
San Bernardino	36	6,403	1,804	368	437	9,012
San Diego	37	14,804	5,732	1,226	1,373	23,135
San Francisco	38	3,314	1,610	288	311	5,523
San Joaquin	39	2,170	555	109	100	2,934
San Luis Obispo	40	1,246	616	99	117	2,078
San Mateo	41	3,639	1,511	300	280	5,730
Santa Barbara	42	1,430	678	100	115	2,323
Santa Clara	43	9,590	2,836	573	622	13,621
Santa Cruz	44	1,125	420	68	70	1,683
Shasta	45	667	283	42	45	1,037
Sierra	46	12	7	1	0	20
Siskiyou	47	118	66	4	5	193
Solano	48	1,601	474	71	78	2,224
Sonoma	49	2,146	822	113	127	3,208
Stanislaus	50	1,795	420	67	70	2,352
Sutter	51	215	107	26	21	369
Tehama	52	121	60	5	3	189
Trinity	53	26	20	1	0	47
Tulare	54	663	304	39	41	1,047
Tuolumne	55	233	92	11	14	350
Ventura	56	3,883	1,419	264	276	5,842
Yolo	57	426	151	31	27	635
Yuba	58	100	31	3	2	136
Sub Total	161,294	50,057	11,258	12,376	241,985
Out of Country	98	1,879	1415	130	154	3,578
Out of State	99	7	13	0	0	20
Grand Total	163,180	58,485	11,388	12,530	245,583

All other files will be in ID# order.

GENERAL INFORMATION

Lists of non-confidential licensee information including name, mailing address, and other license information may be purchased in electronic format on CD only. Complete details regarding data available, price, format, how to order, etc., is provided in the order form entitled **Licensee File CD Request** (RE 775) available on the DRE Web site www.dre.ca.gov.

Please note, licensee list files are *not* provided in a “label-ready” format. It will be the purchaser’s responsibility to import and process the data files using a software product of the purchaser’s choice. Department of Real Estate (DRE) staff will not be available to offer assistance in helping the purchaser import nor process the data files.

However, the DRE offers step-by-step guides for Microsoft Word, Excel and Access, which may be of help.

STEP-BY-STEP GUIDES

To import a licensee list text (.txt) file on CD into an Excel (.xls) file:

- Start Excel.
- On the top Menu bar, click on **File**, then click on **Open**.
- In the pop-up window, find and pick one of the list text type files.
 - Suggest you pick the **Mailing_List_comma.txt** file.
 - You will need to change what is in the **Look in:** box to point to your CD drive.
 - You will need to change the **Files of type** box to read **Text Files(*.txt)** or **All Files(*.*)**.
- Double-click on the file, or highlight it and click the **Open** button.
- In the **Text Import Wizard – Step 1 of 3** window, if you’ve chosen the **Mailing_List_comma.txt** file or **Mailing_List_tab.txt** file, make sure the **Delimited** radio-button is “on.” Click **Next >**.
- In the **Text Import Wizard – Step 2 of 3** window, make sure the correct delimiter check box is checked for the type of text file you are importing into Excel. Click **Next >**.
- In the **Text Import Wizard – Step 3 of 3** window, you can choose which columns to import and what format to give those columns. If you do not wish to import a particular column, highlight that column and choose the **Do not import column (Skip)** radio-button. When you highlight another column the radio-button should reset back to the **General** format radio-button. Continue scrolling across the record until you reach the column headed **License_Effective_Date** and then highlight it. This is a date field, so choose the **Date** radio-button. The date in this column is in YYYYMMDD format, so in the drop down date type box, change the date format to **YMD**. Highlight the next column which is the **License_Expiration_Date**, choose the **Date** radio-button, and change the date format to **YMD**.
- When you have finished selecting, skipping, and formatting columns, click the **Finish** button to complete the import process. You can now save the newly imported Excel file.

Note: There is a limit on the number of rows that you can have in Excel. This limit varies with the version of Excel. [Excel 5 and Excel 95 – 16,383; Excel 97 and Excel 2000 – 65,536]

To import a licensee list file into a Microsoft Access database file:

- Start Microsoft Access.
- Click on **Blank Database**, then click **OK**.
- Decide on where to store the new database and what you want to name it (be sure the name extension is **.mdb**), then click the **Create** button.
- On the top Menu bar, click on **File**, click on **Get External Data**, click on **Import**.
- Find the file to import. You’ll need to change the **Files of Type** box to **Text Files** in order to see the DRE list files. Double-click on the ‘comma’ file.
- Be sure the **Delimited** radio-button is “on,” then click the **Next>** button.
- Be sure the **Comma** radio-button is “on,” click in the **First Row Contains Field Names** checkbox, then click the **Next>** button.
- Be sure the **In a New Table** radio-button is “on,” then click the **Next>** button.
- Choose the columns (fields) you wish to import or skip. To skip a column, highlight that column and check the **Do not import field (Skip)** checkbox, then click the **Next>** button.
- If you wish, you can let Access add a primary key, or you can choose one. Suggested key would be **License Number**, then click the **Next>** button.
- Click the **Finish** button.
- Click the **OK** button.

You now have access to the table that was created in the formerly blank database that you created in Step 3 above.

To use Microsoft Word to create mailing labels from an Excel file:

Note: If the Excel file does not already contain a header row with column headings such as NAME, ADDRESS-1, ADDRESS-2, CITY, etc., first insert a blank row at Row 1 and give each column an identifier such as NAME, ADDRESS-1, ADDRESS-2, CITY, STATE, ZIP, etc.

- Start Microsoft Word.
- Click on **Tools** in the Menu Bar.
- Click on **Mail Merge** in the drop down menu.
- Click on the **Create** button (Step 1).
- Choose **Mailing Labels** from the drop down menu.
- Click on the **Active Window** button.
- Click on the **Get Data** button (Step 2).
- Choose **Open Data Source** from the drop down menu.
- Find and select the Excel file containing the name and address data you wish to use to create labels.
 - You will need to change the **Files of type** box to read **MS Excel Worksheet (*.xls)**.
 - Double click on the file, or highlight it and click the **Open** button.
- Click **OK** to select the entire spreadsheet.
- Click on the **Set Up Main Document** button.
- Pick a label size and double click on it or highlight it and click the **OK** button.
- Click on the **Insert Merge Field** button.
- Pick the fields you want on the label and click on the **Insert Merge Field** button, then choose the field. Repeat.
 - Use the Enter/Return key when selecting fields if you want the next selected field to be on the next line.
- When all fields have been selected, click the **OK** button.
- Click the **Merge** button to choose and format all records (Step 3) or click the **Query Options** to set up filter and/or sort criteria, then click **OK**.
- Click the next **Merge** button.

This completes the label format process. At this point you may want to change the font, font size, change case to all uppercase, etc., and print out one page as a test.

To use Microsoft Word to create mailing labels from a licensee list file:

- Start Microsoft Word.
- Click on **Tools** in the Menu Bar.
- Click on **Mail Merge** in the drop down menu.
- Click on the **Create** button (Step 1).
- Choose **Mailing Labels** from the drop down menu.
- Click on the **Active Window** button.
- Click on the **Get Data** button (Step 2).
- Choose **Open Data Source** from the drop down menu.
- Find and pick one of the list text type files.
 - You will need to change the **Files of type** box to read **Text Files (*.txt)**.
 - Suggest you pick the **Mailing_List_comma.txt** file.
 - Double click on the file, or highlight it and click the **Open** button.
- Click on the **Set Up Main** button.
- Pick a label size and double click on it or highlight it and click the **OK** button.
- Click on the **Insert Merge Field** button.
- Pick the fields you want on the label.
 - Use the Enter/Return key when selecting fields if you want the next field to be on the next line.
- When all fields have been selected, click the **OK** button.
- Click the **Merge** button to choose and format all records (Step 3) or click the **Query Options** to set up filter and/or sort criteria, then click **OK**.
- Click the next **Merge** button.

This completes the label format process. At this point you may want to change the font, font size, change case to all uppercase, etc., and print out one page as a test.